



**INQUIRY REGARDING LICENSURE
CHILD CARE CENTER, PRESCHOOL OR MOTHER'S DAY OUT**

Good beginnings last a lifetime. The service you offer to children and youth is important to the community and will have a lasting impact on the children and youth in your program. Kansas child care laws and regulations are designed to reduce the predictable risk of harm to children and youth. By completing and submitting this application you are: **(CHECK ONE)**

- ☐ 1) requesting determination of required licensure; OR
☐ 2) notifying KDHE that a child care facility or preschool that does not require licensure exists.

Submit the completed and signed inquiry to the Kansas Department of Health and Environment at the above address. Allow a minimum of 30 days for a written determination of licensure.

SECTION I: FACILITY INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.

Official Name of the Child Care Center, Preschool or Mother's Day Out Facility

Physical Address of Facility: Street Address

City

Zip Code + 4

County

Phone Number

()

Fax Number

()

Email Address

Mailing Address of the Facility: Street Address

City

Zip Code + 4

SECTION II: LEGAL OWNER/OPERATOR INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.

Name of the Legal Owner/Operator

Physical Address of the Owner/Operator: Street Address

City

Zip Code + 4

County

Phone Number

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Fax Number

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Email Address

Mailing Address of the Owner/Operator: Street Address

City

Zip Code + 4

The Legal Owner/Operator is a (check ONE of the following):

- ☐ individual, partnership or association of individuals that is (are) not incorporated
☐ corporation
☐ government agency other than a public school district or interlocal
☐ public school district or interlocal
☐ nonpublic school that is
☐ accredited by _____
☐ nonaccredited
☐ other (please describe) _____

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SECTION III: CHILD CARE CENTER, PRESCHOOL, OR MOTHER'S DAY OUT HOURS OF OPERATION. PLEASE PRINT.

Indicate the months of the year, hours and days of the week you will be providing services to children and youth (check only one option for each schedule you complete):

☐ All Year (Jan through Dec) ☐ Summer Only (June through Aug) ☐ School Year Only (Sept through May)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ All Year (Jan through Dec) ☐ Summer Only (June through Aug) ☐ School Year Only (Sept through May)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ Yes ☐ No The child care center, preschool or mother's day out operates more than five consecutive hours OR more than one day per week.

☐ Yes ☐ No The parents of the children in the program are on the premises and immediately accessible to attend to their children (i.e. attending to voluntary activities such as physical exercise and not enrolled in course work or engaged in employed work).

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SECTION IV: CHILDREN/YOUTH SERVED BY THE PROGRAM.

☐ Yes ☐ No The program serves infants. Infant means a child who is between two weeks and 12 months of age, or a child over 12 months who has not learned to walk pursuant to K.A.R. 28-4-420(k).

☐ Yes ☐ No The program serves toddlers. Toddler means a child who has learned to walk and who is between 12 and 30 months of age pursuant to K.A.R. 28-4-420(dd).

☐ Yes ☐ No The program serves preschool age children. Preschool age means a child who is between 30 months of age and the age of eligibility to enter kindergarten as prescribed in K.S.A. 72-1107(c) and any amendments thereto pursuant to K.A.R. 28-4-420(u).

☐ Yes ☐ No The program serves kindergarten and school age children. Kindergarten age means eligibility to enter kindergarten as prescribed in K.S.A. 72-1107(c) and any amendments thereto. School age children means a child who will attain the age of six years on or before the first day of September of any school year, but who is not 16 years of age pursuant to K.A.R. 28-4-420(x).

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SECTION V. TO BE COMPLETED FOR PRESCHOOL PROGRAMS THAT ARE OPERATED BY INDIVIDUALS, PARTNERSHIPS OR AN ASSOCIATION OF INDIVIDUALS; CORPORATIONS OR GOVERNMENT AGENCIES OTHER THAN PUBLIC SCHOOL DISTRICTS (all other owners skip to the next section).

☐ Yes ☐ No The program is conducted in sessions not exceeding three hours per session.

☐ Yes ☐ No The program does not enroll any child more than one session per day.

☐ Yes ☐ No The program does not serve a meal.

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SECTION VI. TO BE COMPLETED FOR PRESCHOOL PROGRAMS OWNED AND OPERATED BY NON-PUBLIC SCHOOLS

ONLY (all other owners skip to the next section).

☐ Yes ☐ No The preschool program is operated on the premises of a private school providing kindergarten through grade six.
☐ Yes ☐ No The preschool program provides learning experiences for only children who are preschool age pursuant to K.A.R. 28-4-420(t)(1)
☐ Yes ☐ No The preschool program does not exceed three hours per session.
☐ Yes ☐ No The preschool does not enroll any child more than one session per day.
☐ Yes ☐ No The preschool program does not serve a meal.

I attest, under penalty of perjury, that to the best of my knowledge, the information in this section is true and correct.

Signature of School Authority (Principal, Attorney for School, Governing Body President)

Date Signed

SECTION VII: TO BE COMPLETED FOR PRESCHOOL AND HEAD START PROGRAMS OWNED AND OPERATED BY PUBLIC SCHOOL DISTRICTS OR INTERLOCALS ONLY (all other owners skip to the next section).

☐ Yes ☐ No The program is a preschool program for children age 3 to kindergarten age.
☐ Yes ☐ No The program is operated pursuant to K.S.A. 72-67,115.
☐ Yes ☐ No The program is operated by the Board of Education or operated through an interlocal agreement.
☐ Yes ☐ No The Board of Education contracts with public or private entities, that are not Board of Education, to operate the preschool program.

I attest, under penalty of perjury, that to the best of my knowledge, the information in this section is true and correct.

Signature of School Authority (Principal, Superintendent, Attorney for District, School Board President)

Date Signed

SECTION VIII: OTHER THAN A PRESCHOOL - DESCRIPTION OF THE PROGRAM

☐ Yes ☐ No The program is a Head Start program that is not owned and operated by a school district.
☐ Yes ☐ No The program operates more than three hours and children attend less than 24 hours per day.
☐ Yes ☐ No The program serves kindergarten and school age children and youth only and requests determination pursuant to the regulations governing a child care centers rather than as a school age or drop in program. If requesting determination pursuant to the school age or drop in program regulations, please use form CCL.360.

Provide a brief overview of the goals and purpose of the program (attach additional sheet for information, if needed).

SECTION X: AGREEMENTS AND AUTHORIZED SIGNATURE. READ EACH STATEMENT AND SIGN WHEN COMPLETED.

I/We the undersigned, am [are the person(s)] named as the Owner or the person(s) authorized to represent the owner listed above. I/We understand that if a determination that a license is required, a **new** application must be submitted which may take up to **90 days for processing** by the Kansas Department of Health and Environment (KDHE), once KDHE receives a complete application. I/We understand that I/we are not authorized to provide services to children and youth prior to receiving a Temporary Permit or License from KDHE. **Determination is based on the information provided by the owner in this inquiry as of the date signed. If changes to the program are made, a new inquiry regarding licensure should be submitted to the department.**

I/We attest, under penalty of perjury, that to the best of my (our) knowledge, the information provided in this inquiry is true and correct.

Authorized Signature:

Date (MM/DD/YYYY)